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# Board of Real Property Assessments and Appeals

<http://brpaa.dc.gov>

Telephone: 202-727-6860

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Description	FY 2009	FY 2010	FY 2011	% Change
	Actual	Approved	Proposed	from FY 2010
Operating Budget	\$705,385	\$698,316	\$1,310,186	87.6
FTEs	3.7	4.0	5.0	25.0

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The mission of the Board of Real Property Assessments and Appeals (BRPAA) is to conduct fair and impartial real property assessment appeal hearings and to ensure that appellants' real properties are assessed at 100 percent of market value.

## Summary of Services

The real property assessment appeals process provides a second-level administrative remedy for property owners to adjudicate property assessments prior to formal litigation in D.C. Superior Court.

The agency's FY 2011 proposed budget is presented in the following tables:

## FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table DA0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table DA0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
<b>General Fund</b>						
Local Funds	693	705	698	1,310	612	87.6
<b>Total for General Fund</b>	<b>693</b>	<b>705</b>	<b>698</b>	<b>1,310</b>	<b>612</b>	<b>87.6</b>
<b>Gross Funds</b>	<b>693</b>	<b>705</b>	<b>698</b>	<b>1,310</b>	<b>612</b>	<b>87.6</b>

\*Percent Change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table DA0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

**Table DA0-2**

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
<b>General Fund</b>						
Local Funds	1.6	3.7	4.0	5.0	1.0	25.0
<b>Total for General Fund</b>	<b>1.6</b>	<b>3.7</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>	<b>25.0</b>
<b>Total Proposed FTEs</b>	<b>1.6</b>	<b>3.7</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>	<b>25.0</b>

## FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table DA0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table DA0-3**  
(dollars in thousands)

	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Cont Full Time	190	213	220	303	83	37.9
13 - Additional Gross Pay	0	65	0	0	0	N/A
14 Fringe Benefits - Curr Personnel	32	47	36	55	18	51.0
<b>Subtotal Personal Services (PS)</b>	<b>222</b>	<b>324</b>	<b>256</b>	<b>358</b>	<b>102</b>	<b>39.8</b>
20 - Supplies and Materials	13	7	10	10	0	0.0
30 - Energy, Comm. and Bldg Rentals	13	17	17	0	-17	-100.0
31 - Telephone, Telegraph, Telegram, Etc	1	5	5	0	-5	-100.0
32 - Rentals - Land and Structures	1	3	0	0	0	N/A
33 - Janitorial Services	6	2	9	0	-9	-100.0
34 - Security Services	7	8	6	0	-6	-100.0
35 - Occupancy Fixed Costs	18	11	11	0	-11	-100.0
40 - Other Services and Charges	377	328	358	933	575	160.6
70 Equipment and Equipment Rental	36	0	26	9	-17	-64.1
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>471</b>	<b>381</b>	<b>442</b>	<b>952</b>	<b>510</b>	<b>115.3</b>
<b>Gross Funds</b>	<b>693</b>	<b>705</b>	<b>698</b>	<b>1310</b>	<b>612</b>	<b>87.6</b>

\*Percent Change is based on whole dollars.

### Program Description

The Board of Real Property Assessments and Appeals operates through the following 3 programs:

**Real Property Appeals Process** - provides a second-level administrative remedy for property owners to adjudicate property assessments prior to formal litigation in the D.C. Superior Court. Under the Real Property Assessments Process program, the agency schedules all real property assessment appeals and coordinates the hearings process with board members to ensure that property assessments reflect 100 percent of fair market value; mails all decisions; performs inspections, as required, and renders solid decisions based on the actual condition of properties; and updates rules and regulations to include legislative revisions.

**Real Property Outreach Education** - provides assessment appeal services and education to residents, communities, and businesses in the District of Columbia.

**Agency Management** - provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

### Program Structure Change

The Board of Real Property Assessments and Appeals had no program structure changes in the FY 2011 Proposed Budget.

## FY 2011 Proposed Operating Budget and FTEs, by Program and Activity

Table DA0-4 contains the proposed FY 2011 budget by program and activity compared to the FY 2010 approved budget. It also provides the FY 2009 actual data.

**Table DA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
<b>(1000) Agency Management Program</b>								
(1010) Personnel	6	6	7	1	0.0	0.0	0.0	0.0
(1015) Training & Employee Development	14	18	11	-6	0.1	0.2	0.2	0.0
(1020) Contracting & Procurement	53	38	27	-11	0.4	0.4	0.4	0.0
(1030) Property Management	62	62	12	-50	0.1	0.1	0.1	0.0
(1040) Information Technology	18	32	19	-13	0.1	0.1	0.1	0.0
(1050) Communications	12	8	9	1	0.1	0.1	0.1	0.0
(1080) Communications	54	49	51	2	0.9	1.0	1.0	0.0
(1085) Customer Service	4	2	3	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>223</b>	<b>215</b>	<b>139</b>	<b>-76</b>	<b>1.8</b>	<b>1.9</b>	<b>1.9</b>	<b>0.0</b>
<b>(2000) Real Property Appeals Process</b>								
(2010) Appeals Process	460	466	1,153	687	1.8	1.9	2.9	1.0
<b>Subtotal (2000) Real Property Appeals Process</b>	<b>460</b>	<b>466</b>	<b>1,153</b>	<b>687</b>	<b>1.8</b>	<b>1.9</b>	<b>2.9</b>	<b>1.0</b>
<b>(3000) Real Property Outreach Education</b>								
(3010) Outreach Education	22	17	19	1	0.2	0.2	0.2	0.0
<b>Subtotal (3000) Real Property Outreach Education</b>	<b>22</b>	<b>17</b>	<b>19</b>	<b>1</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>705</b>	<b>698</b>	<b>1,310</b>	<b>612</b>	<b>3.7</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary By Activity** in the **FY 2011 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Budget Changes

**Intra-Agency Adjustments:** In FY 2011, the Board of Real Property Assessments and Appeals (BRPAA) will increase its Local funding by \$5,473 for fringe benefits and \$11,349 to fully fund the costs of existing staff. BRPAA will also increase its personal services budget by \$86,000 to support a real estate analyst to review and analyze data used to establish property assessments.

**Transfers In/Out:** BRPAA will transfer out \$48,270 in facility and telecom fixed costs to the new fixed costs agency and the Office of Finance and Resource Management in FY 2011.

**Cost Savings:** The proposed FY 2011 budget reduces purchases in equipment for a savings of \$16,668 in nonpersonal services.

**Policy Initiatives:** In FY 2011, BRPAA will increase its Local fund budget by \$575,000 to implement reforms to its real property assessment appeals hearing process. The funding increase will support the agency's effort to render accurate and timely real property assessment decisions.

## FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table DA0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

**Table DA0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUND: FY 2010 Approved Budget and FTE</b>		<b>698</b>	<b>4.0</b>
Cost Decrease: Reduce equipment purchases	Agency Management Program	-17	0.0
Transfer Out: Transfer facility and telecom fixed costs to new fixed cost agency and OFRM	Agency Management Program	-48	0.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	5	0.0
Cost Increase: Increase in personal services to fully fund cost of current staff	Agency Management Program	11	0.0
Enhance: Increase in funding for additional FTE for real estate analysis	Real Property Appeals Process	86	1.0
Reduce: Hold salary steps constant (less than \$1,000)	Multiple Programs	0	0.0
Transfer In: Additional funds required for BRPAA reform	Real Property Appeals Process	575	0.0
<b>LOCAL FUND: FY 2011 Proposed Budget and FTE</b>		<b>1,310</b>	<b>5.0</b>
<b>Gross for DA0 - Board of Real Property Assessments and Appeals</b>		<b>1,310</b>	<b>5.0</b>

**Agency Performance Plan**

The agency's performance plan has the following objectives for FY 2011:

**Objective 1:** Conduct efficient operations of BRPAA's appeals process through scheduling, conducting and deliberations of appeals cases.

**Objective 2:** Improve service delivery through the greater use of technology.

**Objective 3:** Ensure that the appellant receives knowledgeable, accurate, and complete assessment appeals decisions.

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**Agency Performance Measures****Table DA0-6**

<b>Measure</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Target</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Projection</b>	<b>FY 2011 Projection</b>	<b>FY 2012 Projection</b>
Number of BRPAA appeals filed	3,469	4,500	4,480	6,000	TBD	TBD
Percent of appeals sustained	50	N/A	41			
Number of visitors to BRPAA website (in thousands)	N/A	N/A	13	25	50	75
Percent of inquiries responded to within 48 hours	N/A	N/A	85%	100%	100%	100%
Percent of inquiries responded to within 24 hours	N/A	N/A	75%	85%	95%	100%